

INSTRUCTION AND INFORMATION SHEET FOR TEST FORM 06-01, EMILRECS OMPF USER ACCOUNT REQUEST FORM

Section 1: Action. Check appropriate box – Create New User, Modify Existing User or Delete User.

Section 2: Agency. Provide ALL Agency address information requested.

Section 3: User. Provide ALL User information requested including e-mail address.

Section 4: Type of Account Requested. Check if Manager or Non-Manager. If record look-up is all that is needed, check the Record Lookup Only box, too.

Records Authorized to Order. If record ordering is needed, check the records that you are authorized to order in the check blocks on the form. See the chart below to determine if you must seek additional authorization to order records.

Record Orders for	From	Contact the following to obtain continuing authorization	Authorization Documentation
Army OMPFs	New user at 9700 Page or 1 Reserve Way, St. Louis, MO	N/A – Blanket authorization	NPRC received blanket authorization from Army HRC, Alexandria, VA
	Any other new agency user.	Commander HRC-Alexandria Attn: AHRC-MSR 200 Stovall St. Alexandria, VA 22332-0444 dianne.mitchell@hoffman.army.mil	NPRC receives a listing with the names of authorized users.
Air Force OMPFs	Any new agency user	HQ AFPC/DPSOMP (Master Personnel Records) 550 C St West Ste 19 Randolph AFB TX 78150-4721 210-565-2450 or 2451 afpc.dpsomp@randolph.af.mil	NPRC receives a listing with the names of authorized users.
Navy or Coast Guard OMPFs	New user at 9700 Page or 1 Reserve Way, St. Louis, MO	N/A if your agency is included on the Authorization Letter issued by the Navy Liaison Office at 9700 Page, St. Louis, MO. If not, contact the Navy Liaison Office at: p313stl1@persnet.navy.mil	NPRC receives periodic updates of the Authorization Letter from Navy Liaison Office.
	Any other new agency user	Contact Navy Liaison Office 9700 Page Ave., St. Louis, MO 63132 p313stl1@persnet.navy.mil	Not applicable
Marine Corps OMPFs	New user at 9700 Page or 1 Reserve Way, St. Louis, MO	N/A if your agency is included on the Authorization Letter issued by the Marine Corps Liaison Office at 9700 Page, St. Louis, MO. If not, contact the Marine Corps Liaison Office at: william.miller@hrcstl.army.mil	NPRC receives periodic updates of the Authorization Letter from Marine Corps Liaison Office.
	Any other new agency 1user	Contact Navy Liaison Office 9700 Page Ave., St. Louis, MO 63132. william.miller@hrcstl.army.mil	Not applicable

Section 5: Approvals. Requesting Official (Name/Title): Obtain your supervisor's approval.
Approving Official's (Name/Title): Supervisor obtains approval from next management level.

Submit completed forms to NPRC by either:

e-mail - scan signed form and e-mail to: milrecs@nara.gov
Fax - 314-801-0605 Attn: CMRS Application Administrator
Mail - National Personnel Records Center
 Attn: CMRS Application Administrator, NRPS, Room 2076
 9700 Page Ave.
 St. Louis, MO 63132-5100



eMilRecs OMPF USER ACCOUNT REQUEST FORM

SECTION 1: ACTION

Action Requested:

☐

Create New User

☐

Modify Existing User

☐

Delete User

SECTION 2: AGENCY

Agency Name:

Office Name & Symbol:

Room/Suite #:

Street Address:

City, State & Zip Code:

SECTION 3: USER

Name:

Last

First

Middle

Job Title:

Office Phone/Fax:

Phone:

Fax:

Email Address:

Employment Status:

☐

Federal Employee

☐

Contractor

If Contractor:

Employer Name:

If Contractor:

Show expiration date of contract:

SECTION 4: ACCOUNT

Type of Account Requested:

☐

Record Ordering – Manager

(Can order and view all requests sent by staff)

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Record Ordering – Non-Manager

(Can order and view only requests sent by user)

☐

Record Look-up

(Can only submit queries, no record ordering)

Records Authorized to Order:

(Note: Permission for record ordering is obtained through authorized officials at each service department.)

☐

Air Force

☐

Army

☐

Coast Guard

☐

Marine Corps

☐

Navy

SECTION 5: APPROVALS

Requesting Official (Name/Title):

Approving Official (Name/Title):

----- NPRC USE ONLY - DO NOT WRITE OR TYPE BELOW THIS LINE -----

NPRC Approving Official

NPRC Facility Point of Contact:

☐ Agency Account

ticket #

comments:

☐ eMilRecs Entitlements

ticket #

comments:

☐ Password Reset

ticket #

comments:

Other comments: